

TOWN OF MONTAGUE

REQUEST FOR PROPOSALS



PUBLIC SOCIAL SERVICE PROGRAMS

**that promote English for Speakers of Other Languages (ESOL)
and/or English Language Learners (ELL) Skill Development**

Contents

- Request for Proposals
- Project Budget Form
 - Proposal Form

Attachments

- 2019 CDBG (Draft) One Year Plan
- Town Community Development Strategy December 2018-2023
 - FY2017 Public Social Service Guide

**DUE DATE: Wednesday, January 8, 2020
2:00 p.m.**

INVITATION

The Town requests proposals for a public social service program that will meet the needs of Town residents for inclusion in its FY2020 Community Development Block Grant (CDBG) application. All proposed programs must address needs identified in the *Town Community Development Strategy (2018-2023)* and must promote English for Speakers of Other Languages (ESOL) and/or English Language Learns (ELL) Skill Development.

Proposal Submission Requirements: Please submit five (5) copies of your proposal in a sealed envelope marked "TOWN OF MONTAGUE - FY2020 PUBLIC SOCIAL SERVICE PROPOSAL", to the Town Hall, 1 Avenue A, Montague, MA, 01376 Attn: TOWN ADMINISTRATOR.

Deadline for Submission: All proposals must be received by January 8, 2020, 2:00 p.m. Postmarks will not be considered. Proposals submitted by fax or email will not be considered.

Rule of Award: A staff committee will review proposals and make recommendations to the Board of Selectmen. The Board of Selectmen may select one or more proposals to include in the Town's FY2020 CDBG application. The Town reserves the right to reject any proposal or to waive as informality any irregularities contained in any proposal in the best interest of the Town.

For additional information, please contact:

Brian P. McHugh, HRA grant administrator for the Town of Montague
Email: bmchugh@fcrhra.org

Objectives: The Town, as part of its Community Development Strategy, has recognized the need for public social service programs to meet the needs of Town residents. One possible source of funding for those programs is federal community development block grant (CDBG) funds that may be awarded to municipalities by the Massachusetts Department of Housing and Community Development (DHCD). As part of the process of developing its FY 2020 CDBG application, **the Town is soliciting proposals from non-profit social services agencies to provide services within the Town. If the agency does not have a meeting place in Montague, they will need to furnish a Memorandum of Understanding (MOU) with a social service agency, landlord or business located in Montague. The exception to this requirement is if the service has a direct benefit to elders wherein services are provided at their homes.**

Applicants must propose an activity that responds to the priorities developed through the *Town Community Development Strategy* that promote English for Speakers of Other Languages (ESOL) and/or English Language Learns (ELL) Skill Development, and meets CDBG program requirements. These are threshold criteria. Please note that DHCD encourages communities to comply with its policy that at least 50% of funding for public social services support activities that "build economic security and self-sufficiency." The review committee will evaluate each proposal for consistency with:

- the Town's Community Development Strategy
- compliance with CDBG program requirements
- consistency with DHCD's policy
- the narrative requirement outlined in the RFP.

Response to this Request for Proposals is not a guarantee that an agency will be included in the FY2020 CDBG application. When an agency is included in the town's CDBG application they agree to implement the proposed program as described in their proposal.

Agencies proposing programs that meet these standards may be invited to participate in the Town's FY2020 CDBG application.

CONTRACT PERIOD

For new programs: subject to the date of award of FY2020 CDBG grants, the contract period is expected to be from October 1, 2020 - December 31, 2021 (15 Months).

For the continuation of an existing CDBG funded program: subject to the date of award of FY2020 CDBG grants, the contract period is expected to be from January 1, 2021 - December 31, 2021 (12 Months).

FUNDING LIMITS:

All Programs (New or Continuation): \$20,000

Maximum Funds Available: The Town may reserve up to \$80,000 of its FY2020 CDBG application for social service programs and may fund up to four social service programs.

Program Match: Each proposing agency must provide a 25% private match to the CDBG request. For example, if the total CDBG request is \$20,000, the agency must provide a match of \$5,000 (25% x \$20,000). Proposals should clearly specify the source of its anticipated match.

CDBG REQUIREMENTS

All programs must meet the “National Objective” of Title I of the Housing and Community Development Act of 1974, as amended, by benefitting low to moderate income persons. Please review the attached FY2017 MA CDBG Program Public Social Services Guide for guidance on meeting this national objective.

All beneficiaries of the proposed program must be residents of the Town of Montague.

Applicants should review the Limitations on the Use of Program Funds (see pages 5 and 6 of DHCD’s FY 2019 One Year Plan Draft - attached) for more details regarding DHCD’s preference for services that are designed to build economic security and self-sufficiency as well as overall requirements for public social services. Half (50%) of the funding for public social services must support activities that build economic security and self-sufficiency.

According to DHCD, towns may apply for no more than five (5) public social services activities. However, as previously specified, Town will accept grant requests for no more than four activities in this current grant cycle. Proposed services must have been prioritized at the local level and should be consistent with the Town’s Community Action Agency’s assessment of service needs.

PROPOSAL REQUIREMENTS

Minimum requirements:

- 1. Complete the attached Proposal Form and Budget (page 5, 6, 7 and 8)**
- 2. Complete the Required Certifications (page 9)**
- 3. Provide a summary of the proposed project (3 page limit).**

The summary must include the following criteria:

- **Programmatic Criteria**

1. Offers a clear, complete description of the intended program
2. Focuses on an identified community need
3. Aligns with Town, State and Regional goals as described in the following documents:
 - a. Town Community Development Strategy December 2018--2023
 - b. DHCD FY2017 Public Social Service Guide
 - c. Needs Assessment undertaken by the Town's Community Action Agency
4. Demonstrates clearly how it will impact residents and the community
5. Includes outcome objectives that establish a basis for measuring program success

- **Institutional and Proposal Criteria**

1. Agency has experience providing the proposed service and serving the intended target population
2. Agency demonstrates the capacity to carry out this service successfully
3. Proposal is cost effective relative to the service provided
4. Agency describes future plans to sustain the program after current CDBG grant period ends (i.e., it will no longer be dependent on CDBG funds)
5. Program is located and will provide direct service within the Town of Montague

- **General Criteria**

In describing a requested Public Social Services activity, applicants must demonstrate that the activities have been prioritized at the local level in order to determine the request for services. Such prioritizing must demonstrate an understanding of the needs assessment undertaken by the Town's Community Action Agency and not be inconsistent with such Agency's assessment of Service needs.

Note:

The proposed project can be a new service, an expansion of an existing service or a continuation of a project presently funded with Massachusetts CDBG funds. Public Social Service Projects are eligible for CDBG assistance under Section 105(a)(8) of Title I of the Housing and Community Development Act of 1974, as amended, if such services have not been funded with local funds -- i.e., not funded by the municipality using locally raised funds or state funds that pass through the municipality -- within the twelve-month period prior to the date of the application; and the proposed project is not provided by other state and federal agencies, or are provided but not available to CDBG-eligible residents in the applicant community.

PROPOSAL FORM

AGENCY: _____

PROPOSED PROGRAM: _____

National Objective: Please refer to **pg. 3 in the FY2017 Public Social Services Guide** for assistance meeting the National Objective of Title I of the Housing and Community Development Act of 1974, as amended.

Public social service programs typically meet the national objective of providing a “benefit to low- and moderate-income persons.” This is accomplished by serving a “limited clientele” or restricting the activity to residents in a particular geographic area (“area-benefit”).

Please indicate how you plan to accomplish meeting this objective by choosing either #1 Limited Clientele or #2 Area-Wide Benefit

☐ **1. LIMITED CLIENTELE** (Please select A, B, C, D, or E below to indicate how you will meet this objective)

☐ A. The assisted activity will be limited to persons generally presumed by HUD to be principally low- and moderate-income. If applicable, please check one group of persons you will serve:

☐ Severely disabled adults

☐ Elderly

☐ Battered spouses

☐ Abused children

☐ Illiterate persons

☐ Migrant workers

☐ The assisted activity has income eligibility requirements that limit the activity exclusively to low- and moderate-income persons. (Specify how your program will meet this designation): _____

☐ B. The activity is of such a nature and in such a location that it can be concluded that the activity’s clientele will be primarily low- and moderate- income persons. (Specify how your program will meet this designation): _____

☐ C. At least 51% of the proposed program’s beneficiaries will be low- and moderate-income (household income of <80% HUD area median income for Franklin County)
(Specify how you will document this):

☐ 3rd party verification

☐ Self-declaration of income

☐ D. Owners/developers of micro enterprises who are low- and moderate- income (Specify how you will document this): _____

☐ E. Job training and placement and/or other employment support services to for-profit businesses. (Specify how your program will meet the funding proportions required by this category, and how you will document the income of assisted clientele.): _____

☐ 2. **AREA-WIDE BENEFIT** (Specify how you will meet this objective): _____

BENEFICIARIES: Estimate the number of beneficiaries your program will benefit in the following categories:

Total number of beneficiaries: _____

Total Low/Mod beneficiaries: _____

Percentage of total beneficiaries who will be
low to moderate income: _____

CDBG-Eligible Activity:

Select one of the following project categories:

ABE/GED Classes	Domestic Violence Prevention Services	Elder Self-Sufficiency Services	English for Speakers of Other Languages
Financial Literacy Services	Homebuyer Counseling	Individual Development Accounts	Job-related Childcare Assistance
Job-related Transportation Assistance	Job Training	Literacy Training	Food Pantry
Elder Services	Homelessness Prevention Services	Substance Abuse Counseling	Youth Services
Other:			

Public social service activities are eligible for CDBG assistance under Section 105(a) (8) of Title I of the Housing and Community Development Act of 1974, as amended, if such services ***have not been funded with local funds*** – i.e., not funded by the community using locally-raised funds or state funds that pass through the community – within the twelve-month period prior to the date the Town submits its CDBG application to DHCD. These activities may be funded if they are new, expanded or if CDBG funds will replace lost non-local funds.

- Is funding for your proposed project provided by other state or federal agencies?

☐ Yes ☐ No

- If yes, are funds provided but not available to CDBG-eligible residents of Town?

☐ Yes ☐ No

- Is your proposed program?

- ☐ A new program
- ☐ An expansion of an existing program serving Town residents
- ☐ A replacement for a program that lost non-local funding
- ☐ The continuation of a presently-funded CDBG activity

Project Budget: Please also complete the attached detailed Project Budget Form.

CDBG funds requested: \$ _____

Other (matching) funds (specify)¹:

Source: \$ _____

Source: \$ _____

Source: \$ _____

Total other funds: \$ _____

PROJECT BUDGET FORM						
Program Name:						
Program Period:		_____ months				
PERSONNEL Position:	Hourly Rate	Hours Per Week	# Weeks	Total Project Cost	CDBG Funds	Non-CDBG Funds
				-		
				-		
				-		-
TOTAL SALARY				-	-	-
Taxes				-	-	-
Fringe				-	-	-
TOTAL PERSONNEL				-	-	0
ADMINISTRATIVE COSTS						
Rent, utilities, security						-
Telephone						-
Insurance						-
Postage						-
Supplies and Materials						
Travel/mileage						-
Consultants						-
Accounting						-
Reproduction/printing						-
Advertising						-
Community events						-
other:						-
other:						-
TOTAL ADMINISTRATIVE				-	-	0
TOTAL PROGRAM				-	-	0

¹ These funds must be available by contract with the applicable funding source for the period of this CDBG grant.

REQUIRED CERTIFICATIONS:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean natural person, business, firm, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____ Name/Title: _____

Name of Business: _____

REAP CERTIFICATION

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature of Individual or Corporate Name: _____

By: Corporate Officer: _____

Social Security N# (voluntary) or Federal Identification Number: _____

EVALUATION OF THE PROPOSED SOCIAL SERVICE ACTIVITY:

COMPARATIVE CRITERIA:

The following rating will be used to evaluate proposals. Those proposals that do not meet the minimum criteria may be revised at the town's discretion. If a proposal scores *Not Advantageous/Does Not Meet* any of the following comparative criteria the Town may consider the proposal unacceptable and not review it further. The Town will consider the following comparative criterion for award:

<i>Highly advantageous</i>	<i>Proposal excels in the standard criterion</i>
<i>Advantageous</i>	<i>Proposal meets the standard criterion</i>
<i>Not Advantageous/Does Not Meet</i>	<i>Proposal does not fully meet the standard criterion, leaves a question/issue not fully addressed, or does not address the element</i>

THE FOLLOWING CRITERIA WILL BE USED TO RANK THE 3-PAGE NARRATIVE:

Applications must include a narrative of up to three pages. Please organize it using the same outline provided in the list of evaluative criteria below.

I. Programmatic Criteria

1. Program Description: Provide a clear, complete description of the intended program; should include a detailed scope of the total project, including the non-CDBG funded components.
2. Community Need: Should identify the need that is being met and how/why the community decided to address this need. Demonstrate the focus on an identified community need.
3. Alignment with Goals: Show alignment with Town, State and Regional goals as described in the following documents:
 - a. Town Community Development Strategy 2018-2023
 - b. DHCD FY2017 Public Social Service Guide
 - c. Needs Assessment undertaken by the community's Community Action Agency
4. Beneficial Impact: Demonstrates clearly how it will impact residents and the community and describes the persons who will benefit and the anticipated outcomes for those persons as a result of receiving the service.
5. Outcome Evaluation: Describe expected outcomes and how you will measure them.

II. Institutional and Proposal Criteria

1. Agency Experience: Demonstrate experience providing the proposed service and serving the intended target population
2. Agency Capacity: Demonstrate the organizational capacity to carry out this service successfully
3. Proposal is cost effective relative to the service provided
4. Sustainability: Describe how you will sustain the program after the current CDBG grant period ends (i.e., it will no longer be dependent on CDBG funds)
5. Program Location: Demonstrate plan for delivery of services in town. If you will rely on rented or shared space, provide a letter of agreement proving the space is secured.